



119 Van Order Drive, Kingston, ON K7M 1B9 ☎ Fax (613) 546-9375 ☎ Phone (613) 546-5591 www.kfhc.ca

This form MUST be returned in 30 days

by: _____

Notice of Change

Name of the tenant(s): _____

Address: _____

Phone: _____

Best time to contact: _____ a.m. _____ p.m.

Please be advised that the following changes occurred on _____
(month/day/year)

Please specify the changes: _____ _____ _____ _____

Changed documents are attached (if any): Yes No

Please list the attached documents/information:

Changed documents will be submitted within 30 days after this notice: Yes No

If no, why: _____

Date (month/day/year): _____

Tenant Signature: _____

THIS SECTION – OFFICE USE ONLY

- Form mailed/given to tenant on: _____

- Bring forward: _____